



REPORT ID: WVFA70U0
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STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 2 13603209
WVFIMS DOCUMENT ID: I 13603209

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 08/27/12
DOCUMENT AMOUNT: 3,045.00
VENDOR INVOICE NUMBER: STEPTOETH082412
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 08/27/12
SPECIAL HANDLING: N
VENDOR NUMBER: 52003
VENDOR NAME: STEPTOE THOMAS W JR

VENDOR ADDRESS:

WV 25414-

CONTACT PERSON/PHONE: SUE TROY 304-558-0145 EXT:
CASH ADVANCE: N BEGIN TRAVEL: / / END TRAVEL: / /

COMMENTS: SENIOR STATUS JUDGE PER DIEM
AUGUST 15 - 24, 2012

ELECTRONICALLY AUTHORIZED BY: SUE TROY DATE: 2012-08-27
DIRECTOR FINANCIAL MANGMT

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	025		3,045.00
TOTAL INVOICE AMOUNT						3,045.00

Honorable Thomas W. Steptoe, Jr.

INVOICE

INVOICE #
DATE: AUGUST 24, 2012

TO:
Supreme Court of Appeals of West Virginia
Attn: Sue Troy, Director of Financial Management
State Capitol Complex, Bldg. 1, Rm. E-100
Charleston, WV 25305
304-558-0145

FOR:
Senior Status Judge Assignments
Pursuant to Administrative Orders issued by the Chief Justice

DESCRIPTION	HOURS	RATE	AMOUNT
8/15/12 In Court Martinsburg	1 day	\$435 per day	\$435.00
8/16/12 In Court Martinsburg	1 day	\$435.00	\$435.00
8/17/12 In Court Martinsburg	½ day	\$435.00	\$217.50
8/20/12 In Court Charles Town	½ day	\$435.00	\$217.50
8/21/12 In Court Martinsburg	1 day	\$435.00	\$435.00
8/22/12 In Court Martinsburg	1 day	\$435.00	\$435.00
8/23/12 In Court Charles Town	1 day	\$435.00	\$435.00
8/24/12 In Court Martinsburg	1 day	\$435.00	\$435.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.
DATE 8/30/12
SIGNED Sue Troy

TOTAL **\$3,045.00**

Make all checks payable to Thomas W. Steptoe, Jr.

***Agreement Attached**

Thank you for your business!

State of West Virginia
 Purchasing Division
AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # 52003

I, Thomas W. Steptoe Jr., agree to perform the following services

for WV Supreme Court of Appeals at Charleston, WV

Senior Status Judge Thomas W. Steptoe Jr., pursuant to past and future assignments ordered by the WV Supreme Court of Appeals in Administrative Orders, is directed to preside as a temporary circuit judge in proceedings in, but not limited to, the Counties of Berkeley, Jefferson, Kanawha, Marion, Mercer, Morgan, and Randolph in the State of West Virginia.

Date(s) of Service: from June 25, 2012 to December 31, 2012

The rate of pay shall be \$435.00 per day

not to exceed \$ \$39,150.00 for the entire term of the contract.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____.

The vendor serves as _____ with the title of _____

certified by _____

HIPAA Business Associate Addendum - The West Virginia State Government HIPAA Business Associate (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchasing/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

APPROVED BY:

Agency WV Supreme Court
Mervis K. Kitch
(Authorized Signature of Agency)
Chief Justice
(Title)
June 27, 2012
(Date)

Vendor Thomas W. Steptoe Jr.
[Redacted Signature]
(Social Security or FEIN)
June 27, 2012
(Date)